

EDITED KSA LISTING

CLASS: HEALTH PROGRAM SPECIALIST II

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Extensive knowledge of correctional health care administration, trends and programs (e.g., public health, ambulatory care, mental health, dental, etc.) in order to develop and implement policies and procedures, to ensure inmate/patient access to care, quality of care, and continuity of care, monitor and evaluate programs, and effectively lead special projects, etc.
K2.	Advanced knowledge of the legislative process and the development of regulations relating to health care programs in order to develop/revise regulations, implement policies and procedures, to ensure inmate/patient access to care, quality of care, and continuity of care, monitor and evaluate programs, and effectively lead special projects, etc.
K3.	Intermediate knowledge of principles and methods of public administration in order to design, operate, and effectively monitor correctional health care programs, etc.
K4.	General knowledge of personnel and fiscal management in order to assist division and institutional management in obtaining adequate staffing and resources, etc.
K5.	Advanced knowledge in preparing written documents (e.g., memoranda, reports, etc.) in order to disseminate information to staff, management, and other interested parties, etc.
K6.	Intermediate knowledge of research and survey methods in order to provide and/or obtain information from staff, management and other interested parties, etc.
K7.	Advanced knowledge of methods and principles of health care administration, disease and disability prevention, health promotion and rehabilitation, etc. in order to develop and implement policies and procedures, to ensure inmate/patient access to care, quality of care, and continuity of care, and monitor and evaluate programs, etc.
K8.	Intermediate knowledge of appropriate training techniques to assure successful staff training, etc.
K9.	Advanced knowledge of methods and techniques of effective leadership in order to effectively motivate taskforce/workgroup members, etc.
K10.	Intermediate knowledge of Federal, State and local standards, issues, policies and priorities related to health care services delivery, health promotion, disease prevention, and environmental factors impacting health in order to comply with the laws, rules, and regulations, develop Departmental policies and procedures, etc.

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#	Knowledge, Skill, Ability
K11.	General knowledge of effective communication (written and verbal) in order to promote good working relationships with various levels of staff and other agencies (public and private), to ensure that management receives accurate and adequate information about health care issues, programs, policies, etc.
K12.	General knowledge of automated data systems in order to accomplish the day-to-day activities, etc.

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#	Knowledge, Skill, Ability
	Skill to:
S1.	Skill to develop health care programs/projects in order to assist management and institution staff in providing the inmate/patient appropriate access to care, quality of care, and continuity of care, etc.
S2.	Skill to interpret laws, rules, regulations, Departmental policies and procedures in order to implement, monitor, and comply with departmental health care programs, etc.
S3.	Skill to apply laws, rules, regulations, Departmental policies and procedures in order to implement, monitor, and comply with departmental health care programs, etc.
S4.	Skill to gather and organize data in order to develop, implement, monitor, and evaluate correctional health care programs, Departmental policies and procedures, and special projects, etc.
S5.	Skill to analyze data, problems/issues, etc. in order to develop, implement, monitor, and evaluate correctional health care programs, Departmental policies and procedures, and special projects, to provide recommendations to management, etc.
S6.	Skill to effectively communicate (verbal and/or written) in order to disseminate information to staff, management, outside agencies, etc.
S7.	Skill to plan field projects/programs in order to assist institution staff in complying with health care policies and procedures, etc.
S8.	Skill to conduct field projects/programs in order to assist institution staff in complying with health care policies and procedures, etc.
S9.	Skill to monitor field projects/programs in order to assist institution staff in complying with health care policies and procedures, etc.
S10.	Skill to evaluate field projects/programs in order to assist institution staff in complying with health care policies and procedures, etc.
S11.	Skill to establish and maintain priorities in order to accomplish the day-to-day activities, etc.
S12.	Skill to effectively utilize available resources in order to accomplish the day-to-day activities, etc.

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#	Knowledge, Skill, Ability
S13.	Skill to accept responsibility for independent decisions and actions having broad implications on a variety of complex correctional health programs and project activities in order to accomplish the day-to-day activities, etc.
S14.	Skill to establish and maintain cooperative relations with a variety of governmental, educational and provider entities, etc. in order to accomplish the day-to-day activities, etc.
S15.	Skill to utilize public administration methods including budgeting and personnel practices in order to achieve implementation of legislation and new correctional health care programs, etc.
S16.	Skill to serve as a highly skilled technical program expert to higher level management and represent the department's position before legislative committees and other State agencies in order to accomplish the day-to-day activities, etc.

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#	Knowledge, Skill, Ability
	Working Conditions:
WC1.	Willingness to work in a correctional setting.
WC2.	Willingness to travel throughout the state and in isolated areas for short periods (e.g., two to three days at a time) and/or extended periods of time (e.g., five or more days at a time).
WC3.	Willingness to abide by and adhere to departmental safety and security policies and procedures/provisions applicable to specific work tasks performed.
WC4.	Willingness to accept constructive criticism and corrections in order to work cooperatively with others.
WC5.	Willingness to comply with tuberculosis screening requirements.
WC6.	Willingness to consistently demonstrate the following characteristics during employment with the California Department of Corrections and Rehabilitation: reliability, punctuality, honesty, integrity, empathy towards others, and maintain a calm and professional demeanor without extreme emotional reactions.
WC7.	Willingness to have and maintain a neat personal appearance and hygiene.
WC8.	Willingness to interact professionally by promoting positive, collaborative, working relations among others (e.g., public, contract staff, inmates, and other agency personnel, etc.) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.
WC9.	Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness, etc.)
WC10.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to others (e.g., employees, outside consultants, and/or members of the public, etc.)
WC11.	Willingness to respond to changes in the workplace in a positive, professional manner.

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#	Knowledge, Skill, Ability
WC12.	Willingness to work in a team environment, including inter-disciplinary teams with other professional staff to complete assigned work tasks.
WC13.	Willingness to accept calculated risks and make necessary decisions.

* Subject Matter Expert did not rate the Working Conditions but agreed that all of them were necessary to work as a Health Program Specialist II.